COLLEGE OF ARTS & SCIENCES
OFFICE OF RESEARCH

September 30, 2022

TO:	Michelle R. Casias. Associate Director, Office of Sponsored Projects
FROM:	Christopher D. Lippitt, Ph.D., Associate Dean of Research, College of Arts & Sciences
SUBJECT:	Streamlyne Pre-Review for the College of Arts & Sciences
CC:	Mary Jo Daniel, Ph.D., Associate Vice President for Research

The College of Arts and Sciences (CAS) will pre-approve cost share and course releases before routing proposals to the Office of Sponsored Projects (OSP). The College asks that OSP check for the following two items before authorizing any proposal submission in Streamlyne.

1) Cost Share
If the proposal contains cost share, matching, or in-kind contributions, the Cost Share Budget and Spending Plan (SCB) form should be completed and signed by the department chair and the CAS ADR. If the Chair and/or the ADR are unavailable, their secondary approvers in Streamlyne can sign on their behalf. Signed SCB forms will be uploaded to the internal attachments section of Steamlyne.

2) Course Releases
Senior/Key Personnel that include a course release(s) should receive approval from their department Chair. The College will upload the email approval from the respective department Chair authorizing the course release(s) to the internal attachments section in Streamlyne.